	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> MAR 02 2009	<b>POLICY NO.:</b> COR.05.04
		<b>SUPERSEDES (Policy No. &amp; Date):</b> APRIL 21, 1995	
	<b>SUBJECT:</b> <b>INMATE EDUCATION RECORDS MANAGEMENT</b>		Page 1 of 3

## 1.0 **PURPOSE**

To establish practices which govern the establishment and maintenance of inmate education records and the transfer of inmate education records from one PSD facility to another.

## 2.0 **REFERENCES AND DEFINITIONS**

### .1 **References**

- a. Policy ADM.05.01, Access Control to Department Confidential Information.
- b. Policy ADM.05.02, Public Access to Department Information.
- c. Policy COR.05.02, Sentenced Felon Case Record Management.

### .2 **Definitions**

- a. Education Testing -refers to both academic and vocational testing of an inmate, by means of either a standardized test or an instructor's own test, for the purposes of academic placement or academic progress.
- b. Education Records -refers to any information of educational nature, academic or vocational, placed in an inmate's permanent record.
- c. Student Management System (SMS)-refers to an Internet based record of student courses, attendance and record management system.

## 3.0 **POLICY**

- .1 Each inmate entering an education program shall have an electronic education record
- .2 In accordance with department policy ADM.05.01, this information will be recorded and secured as prescribed under U.S. Freedom of Information Act.
- .3 When an inmate is transferred from one facility to another, that inmate's educational records shall be available to authorized users of the SMS at the receiving facility.
- .4 When an inmate is released on probation or parole, or has completed the assigned sentence, the education record shall be archived in the SMS.

## 4.0 **PROCEDURE**

### .1 **Establishment**

An inmate's education record is established by education staff at either of the Reception, Assessment and Diagnostic (RAD) Units for sentenced felons, or at individual Community Correctional Centers for pre-trial inmates, and comes through a series of steps:

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- a. An initial evaluation by means of education testing.
- b. An orientation process, during which the education staff gathers the following information:
  1. Personal information (such as name, Social Security Number, Date of Birth, ethnicity, etc.)
  2. Academic status (highest academic level achieved), including-if possible-- academic transcripts.
  3. Vocational training or job experience (if any).
  4. Academic and vocational goals.
- c. An interview between the inmate and an education staff member verifying and discussing the above information, and determining an appropriate course of action.
- d. The above information shall be entered into the SMS accessible only by designated education staff.

.2. Maintenance

Maintenance of an inmate's education record shall consist of a current attendance record, periodic re-evaluation through education testing, the monitoring of the inmate's academic progress in particular classes, and the immediate recording of information in the SMS.

## 5.0 Inmate Access to Education Records and Release of Transcripts

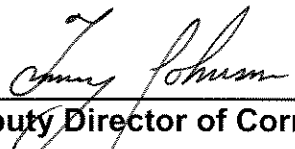
- .1 Inmates may access their academic records one of two ways:
  - a. Either during a periodic evaluation with an education staff member
  - b. or by submitting a written request to the Education Program Supervisor at their particular facility. (The written request will ask an academic transcript be released to the inmate.)
- .2 Academic transcripts will be released to either an individual inmate or a third party (school, drug program, potential employers, etc.) only with written consent from the inmate.
- .3 Inmates must sign the Release Form generated through the computerized Students Management System (SMS) Written requests and consent to release an academic transcript must include the requesting inmate's full name, social security number, SID number, and date of birth to aid in locating the correct record and ensure proper forwarding of the requested information. In the case of written consent to release a transcript to a third party, the written request must include the name, address, and other pertinent information to ensure the delivery of the transcript in a timely manner.

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## 6.0 SCOPE

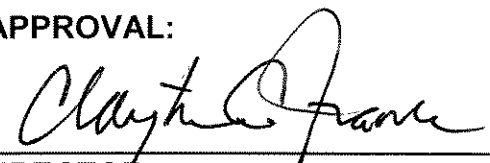
This policy applies to all education programs in the State of Hawaii, Department of Public Safety.

### APPROVAL RECOMMENDED:

  
 Deputy Director of Corrections

2/26/09  
 Date

### APPROVAL:

  
 DIRECTOR

8/2/09  
 Date